


Q-Pulse®

The 3 MindGenius Essentials



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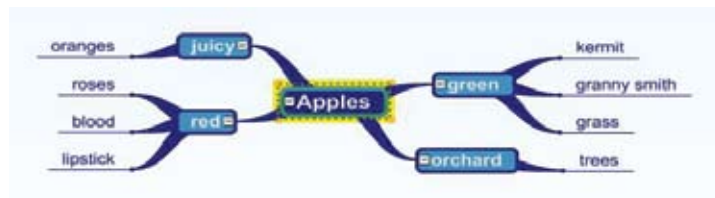
Don't you just hate it when you buy something new and you need to spend hours figuring out how to work it before gaining any benefit or enjoyment from it? Nowadays this seems to be the case with everything from DVD players, MP3 players and mobile phones to the latest piece of software. Don't worry, this will not be the case with MindGenius. The software is simple and intuitive to use. You will only need basic keyboard skills to use it to its full potential. Using the following three key functions you'll be able to get started. The first thing you will need to do, no matter what task you are working on is create a new map. To do this you just need to click with the left-hand mouse button on the blank piece of paper icon  . This will create a map that will automatically structure as you add branches to it.

1. Type-and-Return

Once this is done and you start entering data you just need to use the Type-and-Return function to build your map. You can add information without interrupting your train of thought and without any unnecessary keystrokes. You should use only key words. Information is stored in the brain by keywords, so using this keyword technique allows you to get more information out of your head than you thought you had.

To use Type-and-Return:

1. To enter a new branch, you simply need to start typing.
2. To select a branch you should click on it with the left hand mouse button.
3. A yellow line will appear around the border to let you know which branch has been selected.
4. Then you just need to type in your keyword and press return.



Easy. You are now on the path to building your map. New words and ideas will pop into your head and you can translate them onto your map. Seemingly disparate words could help you come up with new solutions you may not have previously considered.

2. Drag-and-Drop

As you are typing or after you have exhausted your brain of all relevant thoughts, you may realize there is a more logical position for a certain branch. This does not mean hours of work to correct though.

To use Drag-and-Drop:

1. Click on your left mouse button on the branch you wish to move
2. The branch will have a yellow outline when selected.
3. Drag it to its new destination.
4. A shaded arrow key will appear, pointing in the direction in which the branch will be placed. This enables you to see exactly where the branch is going.

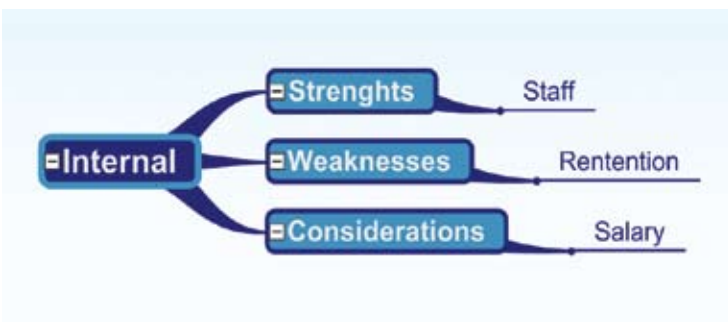


5. A "Sideways" arrow indicates that the branch will be moved to become either the left or right child branch of the target branch.

For example: If you decide the issue of retention of staff is a weakness rather than a strength, it can be easily moved.



You need to select the box by clicking on it. It will then be highlighted in yellow. You now just need to pull the branch to where it needs to go. In this case it will become a child of the "Weaknesses" branch. You will see a shaded arrow that will point to the right from the "Weaknesses" branch. If you release the mouse now, it will become a child of the "Weaknesses" branch.



6. If a "No Entry" symbol appears, it shows that there will be no re-positioning if the mouse button is released at this point.

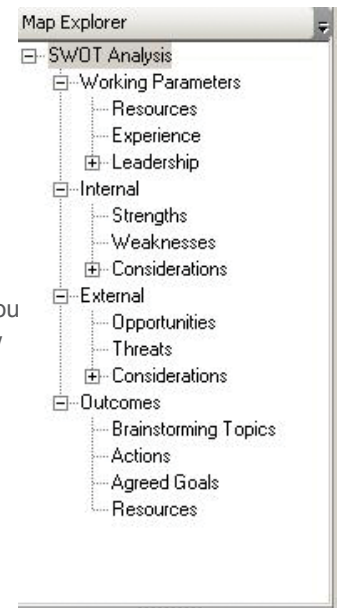
This **Drag-and-Drop** action allows you to re-position branches with ease.

3. Map Explorer

You will be amazed at how many new ideas you will have with the stimulation MindGenius gives your thought process. Business maps can grow extremely quickly. MindGenius allows you to focus in on an area of interest without the need for endless scrolling. You just need to use the Map Explorer function.

To use Map Explorer:

1. Select the Map Explorer on the left hand side of your screen by clicking on it with the left hand mouse button.
2. Select the topic that is to become the focus by clicking on it with the left hand mouse button.
3. Click on the + and - signs with the left hand mouse button to collapse and expand the data available to you from your map. As you can see from the example on the right, you can open up branches to view all the child branches. Or you can close them up to view only the major branches/ ideas of a map.



Before your eyes, MindGenius will focus in on individual branches, allowing you to see the big picture when you need to but all the little details when necessary too. You can drill up and down through your map in this way.

You can do it

With the help of these three functions, you will be using MindGenius competently in no time. You will start to wonder how you ever coped before you started using it. Everything from brainstorming, planning and report writing to in-depth SWOT analysis and impact analysis is made easier, less time-consuming and more effective.

Of course, there are many more functions available to aid you and you will probably explore these as you go along. There are also Mini-guides and White Papers to help you too if you need a bit more information and want to explore some of the other functions. These are available at www.mindgenius.com. If you just want to get cracking though, using **Type-and-Return**, **Drag-and-Drop** and **Map Explorer** will help you create maps, move your ideas around and walkthrough the maps without any hassle.

So now you understand how to use the 3 key MindGenius essentials, you are almost ready to open your MindGenius software and create your very first map. We recommend you read the "Principles of Mapping" document first to give you some background info on Mapping and then you will be up and running in no time!